



**OPEN EXAMINATION**  
**GENERAL AUDITOR III**  
**STATEWIDE**  
**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>POSITIONS EXIST</b>	<b>Sacramento and Los Angeles</b>
<b>WHO SHOULD APPLY</b>	Persons who meet the minimum qualifications as stated. This is an open examination. Applications will <b>NOT</b> be accepted on a promotional basis. Career credits will not be granted.
<b>HOW TO APPLY</b>	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an exam title will not be accepted and will be returned. <b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b>
<b>APPLICATION DEADLINE</b>	<b>FINAL FILING DATE: JUNE 26, 2006</b> Applications (STD Form 678) must be <b>P O S T M A R K E D</b> by the final filing date. Applications <b>postmarked, personally delivered, or received via interoffice mail</b> after the final filing date <u>will not</u> be accepted for any reason.
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>REQUIRED IDENTIFICATION</b>	<b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	<b>\$4316 - \$5247 per month</b>
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	It is anticipated that interviews will be held during <b>August/September 2006</b> . Ordinarily, these are scheduled in Sacramento and Los Angeles. However, locations of interviews may be changed as conditions warrant.

**S E E   R E V E R S E   S I D E   F O R   A D D I T I O N A L   I N F O R M A T I O N**

**ELIGIBLE LIST  
INFORMATION**

A Departmental "Open" list will be established for the Department listed above. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.**

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to General Auditor II.

**Or II**

**Experience:** Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations.

**and**

**Education:** Either

1. Equivalent to graduation from college, with specialization in accounting;  

**or**
2. Completion of either:
  - (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law;  

**or**
  - (b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

NOTE: Application must contain the following information on all accounting, auditing, business law, and related courses completed: The course title, number of semester or quarter units, name of institution and completion date.

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**SPECIAL  
PERSONAL  
REQUIREMENTS**

Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office.

(CONTINUED ON THE NEXT PAGE)

**POSITION  
DESCRIPTION**

The General Auditor III, under direction, either (1) leads a group of auditors conducting field audits of the accounts and records of individuals, business firms or governmental agencies subject to State regulation or taxation; or (2) performs specialized and complex field auditing work; or (3) assists in audit program evaluation and in the development and improvement of auditing methods and techniques; and to do other related work.

**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****SCOPE:****A. Knowledge of:**

1. Accounting and auditing principles and procedures and applying them in the work performed.
2. Business law.

**B. Ability to:**

1. Apply accounting and auditing principles and procedures in the work performed.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and take effective action.
4. Prepare clear, complete, concise reports.
5. Establish and maintain cooperative relations with those contacted in the work.
6. Communicate effectively.

**VETERANS  
PREFERENCE**

Veterans preference credit will not be granted in this examination since it does not qualify under the law as an entrance examination.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

(CONTINUED ON THE REVERSE SIDE)

## GENERAL INFORMATION (CONTINUED)

**If you meet the requirements** stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Department of Social Services and the State Personnel Board** reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application form (1090) which is available from State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 94289, Sacramento, CA 94295-0001.

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## CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243  
SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.